

ROP 5: Emergency Procedures and Evacuation Plan	Page 1 of 5
Division of Forensic Science Central Laboratory Operating Procedure	Amendment Designator:
	Effective Date: 14-April-2003
<p style="text-align: center;">ROP 5: Emergency Procedures and Evacuation Plan</p> <p>5.1 Background</p> <p>5.1.1 A portion of the first floor and the entire basement and second and third floors of this facility are occupied by the Central Laboratory. The remainder of the first floor is occupied by the Office of the Chief Medical Examiner. The Jackson and 5th Street entrances to the building and the lobbies on the first floor are common to both agencies. The Deputy Director is responsible for implementation of this document in all areas of the building.</p> <p>5.1.2 Emergencies include fires, bomb threats, hazardous chemical releases, natural gas leaks, power failures, ventilation system failures, and natural or manmade disasters. In the event of an emergency, personnel may have to make a decision as to which portion of this document is applicable, however, once that decision is made, the corresponding procedures must be followed.</p> <p>5.1.3 All personnel are responsible for following these procedures when necessary to prevent or minimize injury and limit the extent of an emergency. Each individual must be aware of, and alert to, potential emergencies within his/her work area.</p> <p>5.1.4 An emergency may require any or all of the following actions:</p> <ul style="list-style-type: none"> • alert all personnel in the immediate vicinity of the emergency, • confine the emergency if possible, • alert other personnel, • summon assistance, and • evacuate the area or building. <p>5.2 Responsibilities</p> <p>5.2.1 Deputy Director</p> <p>The Deputy Director or, in his/her absence, the Central Laboratory Director, is responsible for the safety of the building and its occupants, and shall coordinate all actions with the Chief Medical Examiner. The Deputy Director is responsible for ordering evacuations of the building, when appropriate, in emergencies other than those in which the fire alarm is sounded. The Deputy Director shall advise external personnel responding to an emergency of any known adverse conditions in the building. The Deputy Director shall review and approve recommended revisions to this document.</p> <p>5.2.2 Security Director</p> <p>The Security Director is responsible for controlling access to the building, and the security of personnel and property. The Security Director is also the Building Warden (See Section 5.2.6).</p> <p>5.2.3 Safety Coordinator</p> <p>The Safety Coordinator is the Alternate Building Warden. The Safety Coordinator shall incorporate approved revisions into this document. The Safety Coordinator is the Division contact for information about, or clarification of, employee duties under this plan.</p> <p>5.2.4 Central Laboratory Director and Office Manager</p> <p>The Central Laboratory Director and Forensic Office Manager II shall obtain and transmit the reports of the Section Chiefs to the Deputy Director (See Section 5.2.8) after an evacuation.</p>	

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<p>5.2.5 Police/Security Officers</p> <p>5.2.5.1 Forensic Police Officers are responsible for controlling entry to the building during and after an evacuation. Upon notification to evacuate the building:</p> <ul style="list-style-type: none"> • one Police Officer shall obtain a 2 way radio and proceed to the 5th Street entrance to the building and prevent unauthorized entry at that doorway, and • a second Police Officer shall obtain a 2 way radio and proceed to the Jackson Street entrance to the building and prevent unauthorized entry at that doorway. <p>5.2.5.2 The Forensic Security Officer at the security console shall remain at the console unless his/her safety is jeopardized. He/she shall open remote entrances for authorized personnel. He/she shall ensure that the Visitors and Contractors Logs are removed from the building by a Police Officer and delivered to the Building Warden.</p> <p>5.2.6 Building Warden</p> <p>The Building Warden is responsible for controlling and monitoring an evacuation to ensure that it is orderly and complete.</p> <p>5.2.6.1 The Building Warden shall maintain a complete and up-to-date listing of all Floor Wardens, and develop a checklist to be used during evacuations to record verbal reports.</p> <p>5.2.6.2 The Building Warden, in coordination with the Safety Coordinator, shall review, and recommend any necessary revisions to, this document on at least an annual basis to the Deputy Director. After approval of revisions by the Deputy Director and subsequent incorporation into this document by the Safety Coordinator, the Building Warden shall inform affected personnel of the revisions and associated changes in procedure(s).</p> <p>5.2.6.3 On receiving notice of a bomb threat, the Building Warden shall:</p> <ul style="list-style-type: none"> • alert the Floor Wardens, • work with, and follow the instructions, of the Deputy Director, and • if an evacuation is ordered, follow the procedures in Section 5.2.6.4. <p>5.2.6.4 Upon notification to evacuate the building, the Building Warden shall:</p> <ul style="list-style-type: none"> • obtain a 2 way radio and proceed to the 5th Street entrance to the building and obtain the reports of the Floor Wardens (See Section 5.2.7.5) (if the emergency is located at or near the 5th Street entrance the Building Warden shall instead proceed to the NW corner of 5th and Duval Streets and await the Floor Wardens), • immediately notify responding Fire Department personnel of the location of any injured personnel in the building, and • upon receipt of all Floor Wardens' reports, notify the Deputy Director of the evacuation status of all building personnel. <p>5.2.6.5 At the sounding of the fire alarm, the Building Warden shall:</p> <ul style="list-style-type: none"> • contact the Security Officer at the security console to confirm that the company which monitors the building alarm system has notified the Richmond Fire Department, and • follow the procedures for evacuation of the building in Section 5.2.6.4. 	

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<p>5.2.6.6 The Building Warden will be assisted by the Alternate Building Warden, who also acts as Building Warden in his/her absence.</p> <p>5.2.7 Floor Wardens</p> <p>The Floor Wardens are primarily responsible for the movement of all building occupants in their assigned floor areas to safe areas.</p> <p>5.2.7.1 The Floor Wardens shall be aware of the status of personnel, conditions, and fixtures in assigned floor areas including occupancy of rooms, locations of foreseeable emergencies, exit routes, the fire alarm system, and the location and use of fire extinguishers.</p> <p>5.2.7.2 The Floor Wardens shall be aware of personnel in assigned areas who will need assistance in movement from the building.</p> <p>5.2.7.3 The Floor Wardens shall provide assistance to personnel in assigned areas in the performance of emergency procedures.</p> <p>5.2.7.4 The Floor Wardens shall inform affected personnel in assigned areas of revisions to this document and associated changes in procedure.</p> <p>5.2.7.5 Upon notification to evacuate the building, or at the sounding of the fire alarm, the Floor Wardens shall:</p> <ul style="list-style-type: none"> • order all personnel in assigned floor areas to leave the building by the designated exits, • keep all assigned area doors closed except during passage of personnel, • inspect assigned areas to see if all personnel have been evacuated, and • proceed to the 5th Street entrance and report the evacuation status, including the location of any injured personnel, of their assigned areas to the Building Warden (if the emergency is located at or near the 5th Street entrance the Floor Wardens shall instead proceed to the NW corner of 5th and Duval Streets and report to the Building Warden). <p>5.2.7.6 Each Floor Warden will be assisted by an Alternate Floor Warden, who also acts as Floor Warden in his/her absence.</p> <p>5.2.8 Section Chiefs</p> <p>After assembly in the DFS parking lot, Section Chiefs, or equivalent, shall determine the location and status of all personnel in their Sections and report that information to the Central Laboratory Director or Office Manager.</p> <p>5.2.8.1 Section Chiefs are responsible for the safety of external personnel in their Sections during an emergency or evacuation.</p> <p>5.2.9 Facility Manager</p> <p>The Forensic Facility Manager is responsible for coordination of the Building Operations staff with the Deputy Director and Building Warden to confirm or identify the nature of an emergency, as necessary, and to determine the appropriate response to the emergency.</p> <p>5.2.9.1 Upon notification to evacuate the building, or at the sounding of the fire alarm, the Facility Manager shall position him/herself at the security console unless his/her safety is jeopardized. He/she shall establish and maintain radio contact with the Building Warden.</p>	

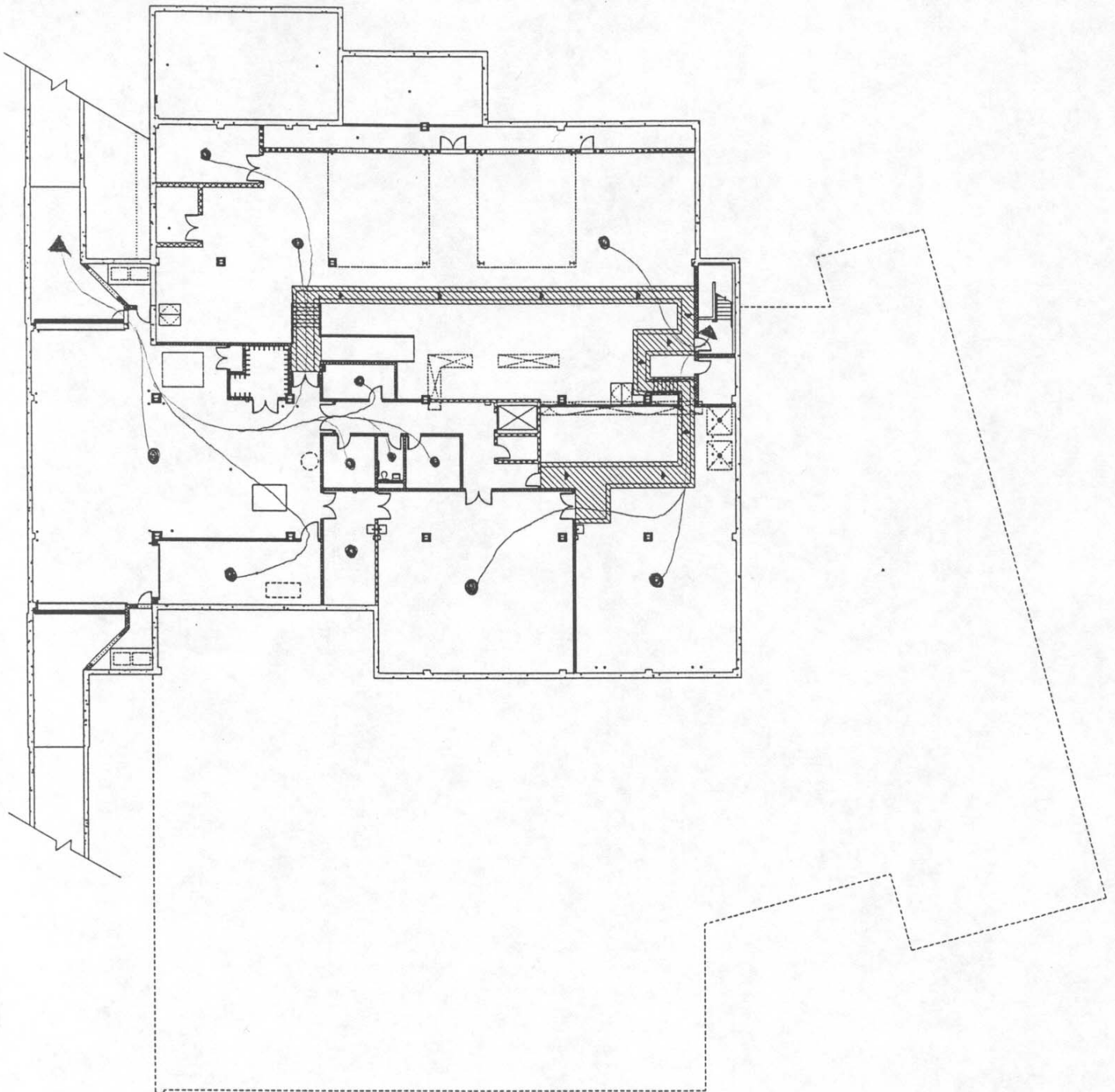
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<p>5.2.10 Building Supervisor</p> <p>The Building Supervisor is responsible for assisting the Facility Manager in the confirmation or identification of the nature of an emergency, and in determining/providing the appropriate response.</p> <p>5.2.11 Supervisors and Employees</p> <p>Supervisors and employees are responsible for familiarity with and adherence to these procedures. They shall be familiar with related areas and fixtures of the building in and near their work areas including exit routes, the fire alarm system, and the location and use of fire extinguishers.</p> <p>5.3 Procedures</p> <p>5.3.1 Fire</p> <p>5.3.1.1 If a small fire occurs, personnel may first attempt to extinguish it with a fire extinguisher. Notify the Deputy Director as soon as possible after the fire is controlled.</p> <p>5.3.1.2 If the fire cannot be controlled, or if a large fire occurs, the senior employee in the work area shall activate the nearest fire alarm.</p> <p>5.3.2 Bomb Threat</p> <p><i>DO NOT ACTIVATE THE FIRE ALARM</i></p> <p>5.3.2.1 Personnel who receive a bomb threat should attempt to obtain at least the following information from the caller:</p> <ul style="list-style-type: none"> • location of bomb, • time bomb is expected to explode, • description and type of bomb, and • reason why bomb was placed. <p>5.3.2.2 Record the time of the call, the telephone number at which the call was received, and the exact wording used by the caller. Also record as much information as possible about the caller and any background noises on the call.</p> <p>5.3.2.3 The person receiving the threat shall immediately notify the Deputy Director, who shall notify the Chief Medical Examiner, the Security Director/Building Warden, the Chief of the VCU Police Department, and the Richmond Fire Department, and determine if the building should be evacuated. The VCU Police Department will organize and direct any search operations. Laboratory personnel may be requested to inspect their work areas during a search to identify items which are foreign to their operations.</p> <p>5.3.3 Hazardous Chemical Releases</p> <p>5.3.3.1 If a release of a hazardous material occurs, laboratory personnel shall refer, as necessary, to the following to determine and implement an appropriate response:</p> <ul style="list-style-type: none"> • the corresponding Material Safety Data Sheet, • the Chemical Hygiene Plan (Appendix X of the DFS Safety Manual), Section 7.11, ACCIDENTS AND RELEASES, and • Section X of the Safety Manual, Chemical Spill Cleanup Procedures. 	

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<div style="margin-left: 40px;"> <p>5.3.3.2 If a minor release requires the evacuation of a portion of the building, the senior employee in the work area shall order all personnel to leave the area, and assign one person to prevent reentry until the release is abated. The senior employee shall immediately notify the Deputy Director.</p> <p>5.3.3.3 Although the laboratory generally does not utilize hazardous materials in large quantities, if it appears that a release warrants the evacuation of the entire building, the senior employee shall immediately notify the Deputy Director, who shall determine the nature and magnitude of any further action. The Deputy Director shall determine if the building should be evacuated.</p> <p>5.3.4 Natural Gas Leaks</p> <p><i>DO NOT ACTIVATE THE FIRE ALARM</i></p> <p>If a natural gas leak is suspected, immediately extinguish all open flames in the area and notify the Deputy Director.</p> <p>5.3.5 Power Failures</p> <p>The Deputy Director shall determine and implement appropriate responses to power failures, including, if necessary, evacuation of the building.</p> <p>5.3.6 Ventilation/Exhaust System Failures</p> <p>In the event of failure of the ventilation system, or individual exhaust systems being used for containment of hazardous or noxious material, laboratory personnel shall, if possible, take steps to minimize exposure and minimize and/or prevent the spread of the material into the laboratory air. Such steps can include, but are not limited to, closing open containers, turning off or removing sources of evaporative heat, and moving the material into an operating exhaust system. If the material is to be left in an inoperable fume hood the sash of the hood will be closed. Further action will be determined and implemented as for a hazardous material release (Section 5.3.3 above).</p> <p>5.3.7 Evacuation</p> <p>5.3.7.1 Upon notification to evacuate the building, or at the sounding of the fire alarm, supervisors and employees without specific evacuation assignments shall:</p> <ul style="list-style-type: none"> • advise their Floor Warden of anyone needing assistance or first aid treatment, • shut down assigned equipment following emergency procedures posted on each item, as time permits, • secure all evidence, as time permits, • close room doors and exit the building via the designated evacuation routes (see Appendix 1), • assemble by section in the DFS parking lot (see Appendix 2). <p>5.3.7.2 Do not approach or reenter the building without authorization by the Deputy Director or Security Director/Building Warden.</p> <p>5.3.8 Resetting Fire Alarm</p> <p>If the fire alarm was activated, it shall be reset only by the Facility Manager or at his/her authorization.</p> </div> <div style="text-align: right; margin-top: 20px;"> ◆ End </div>	

APPENDIX 1

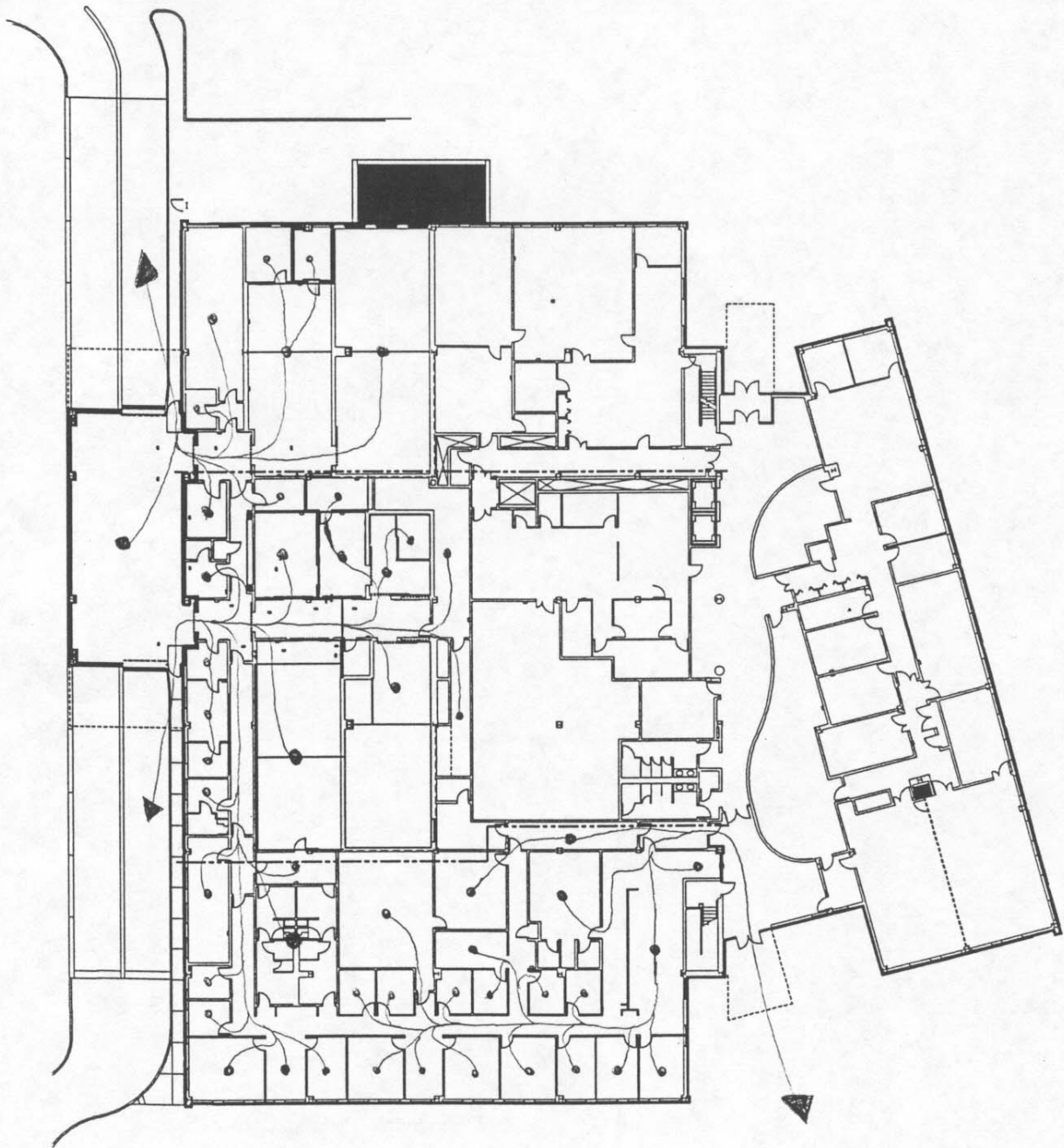
EVACUATION ROUTES

BASEMENT



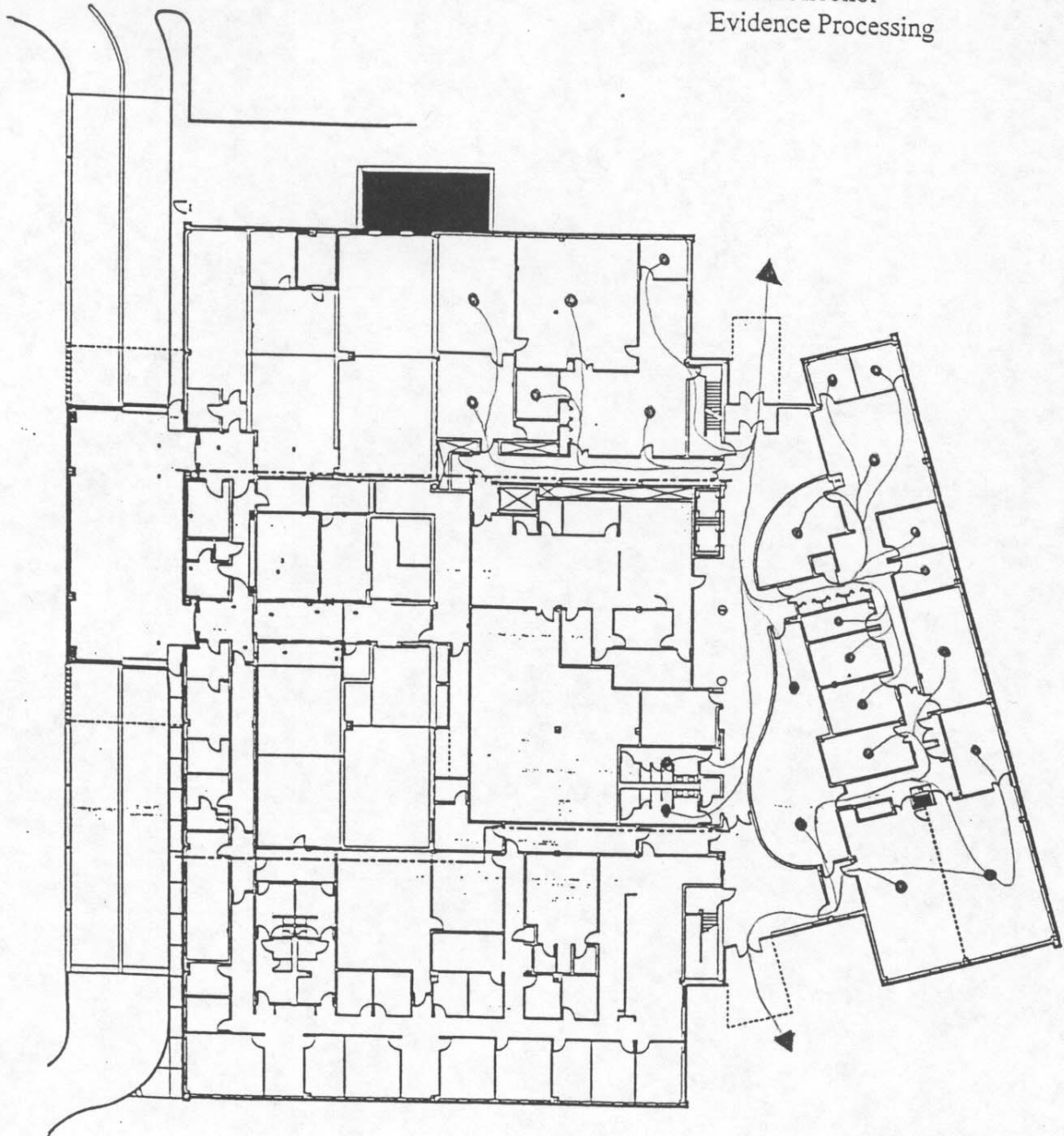
FIRST FLOOR

● OCME



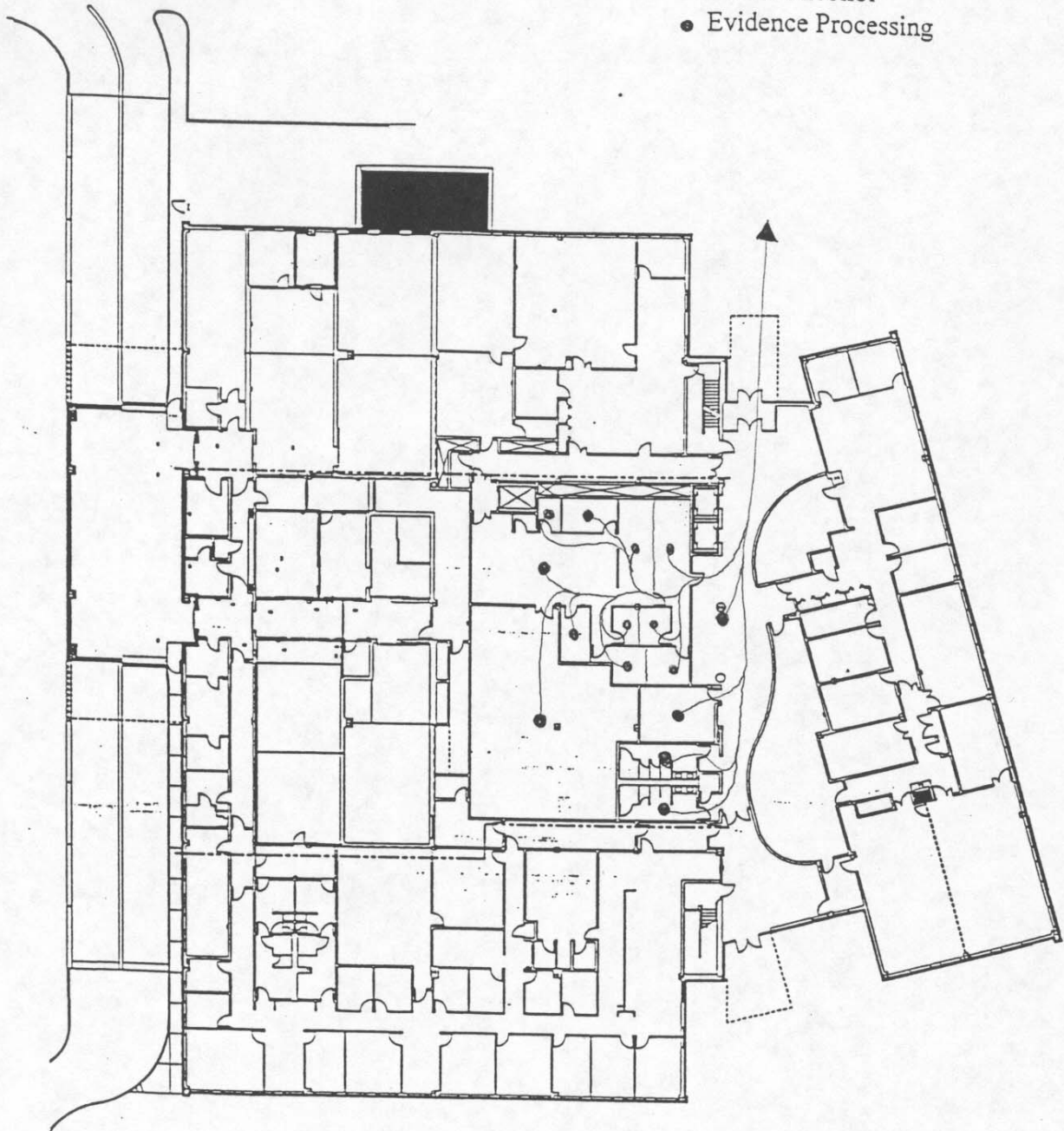
FIRST FLOOR

- Training
- Breath Alcohol
Evidence Processing



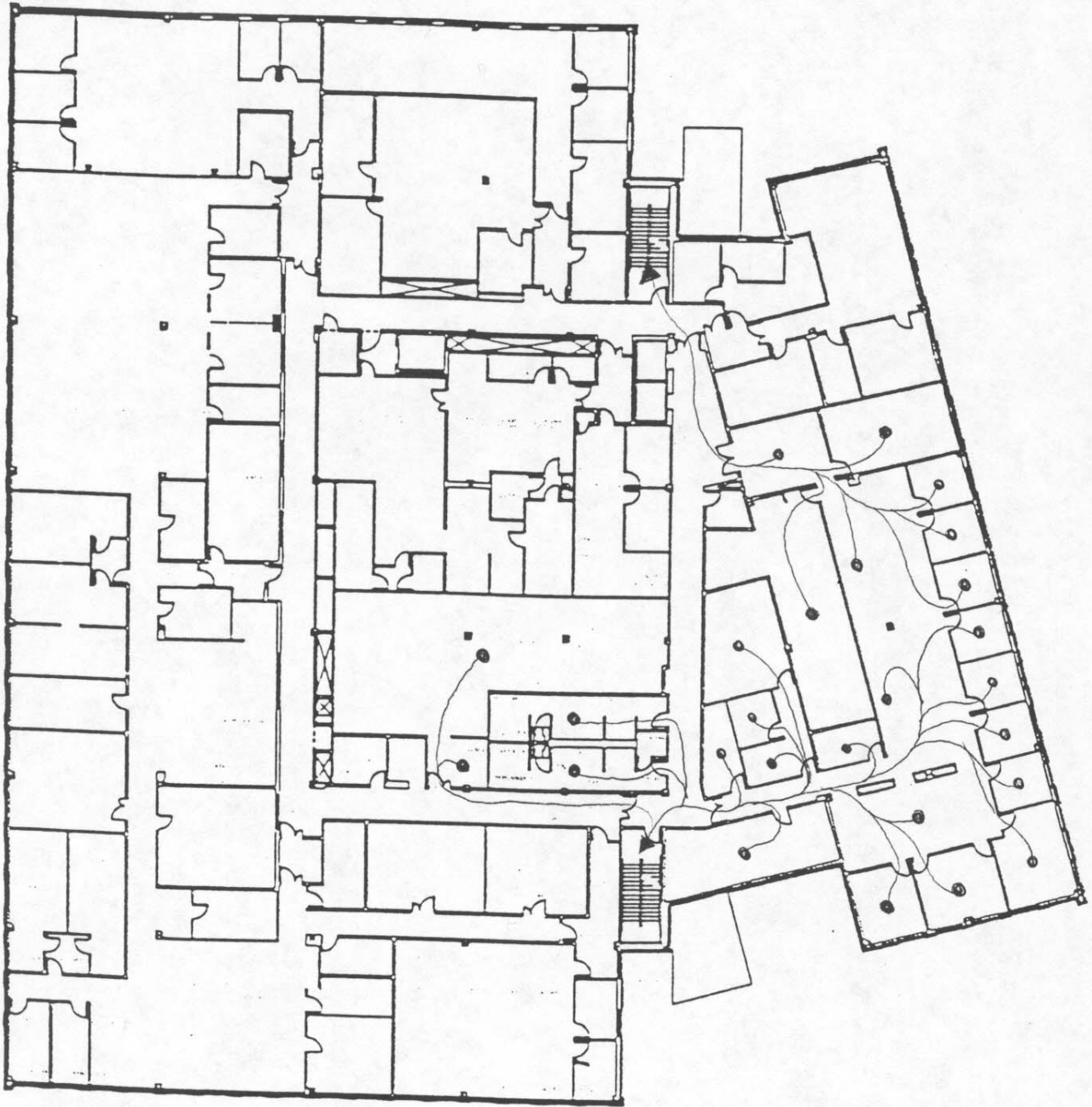
FIRST FLOOR

Training
Breath Alcohol
● Evidence Processing



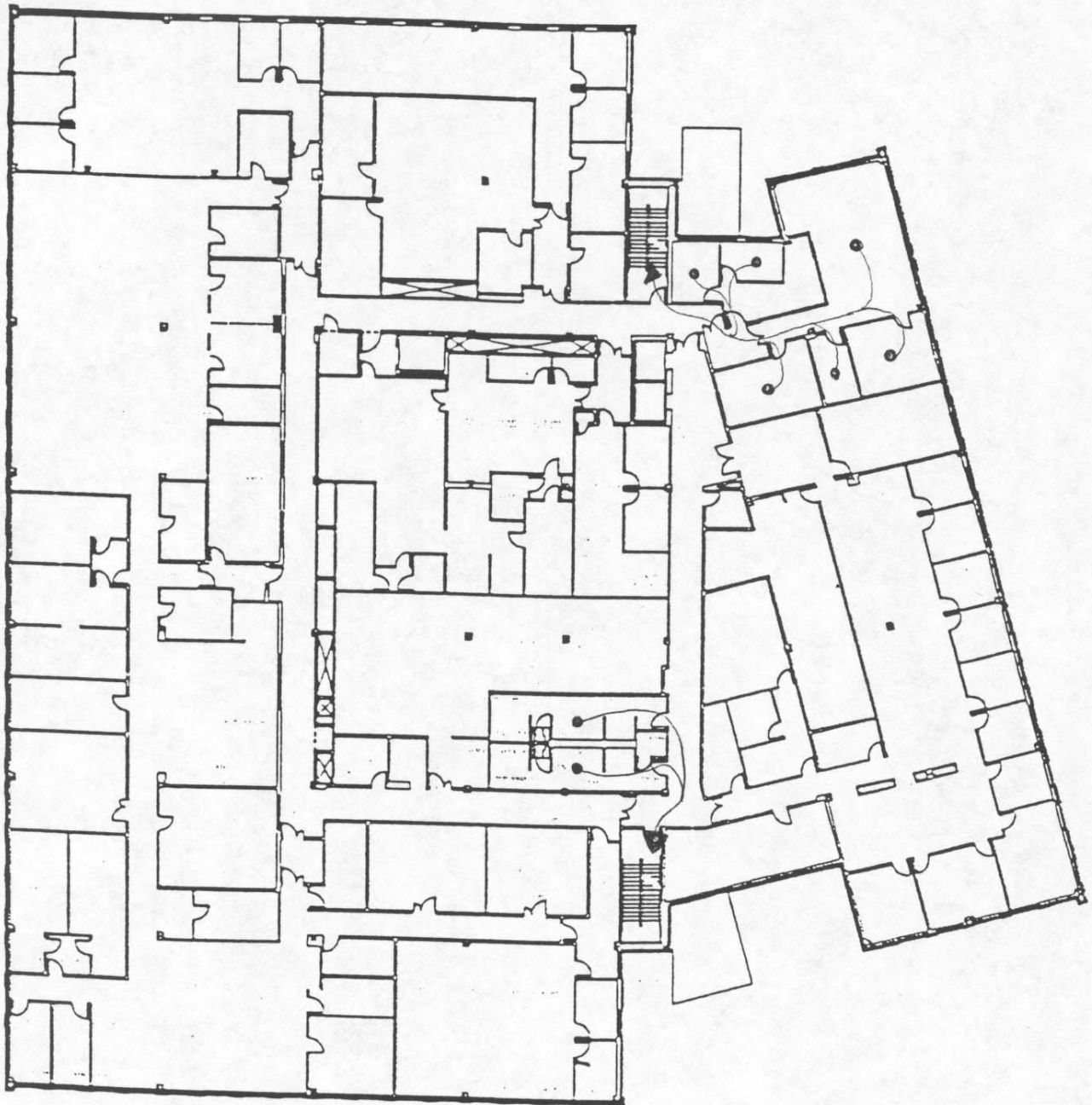
SECOND FLOOR

- Administration
- Questioned Documents
- Latent Fingerprints
- DNA



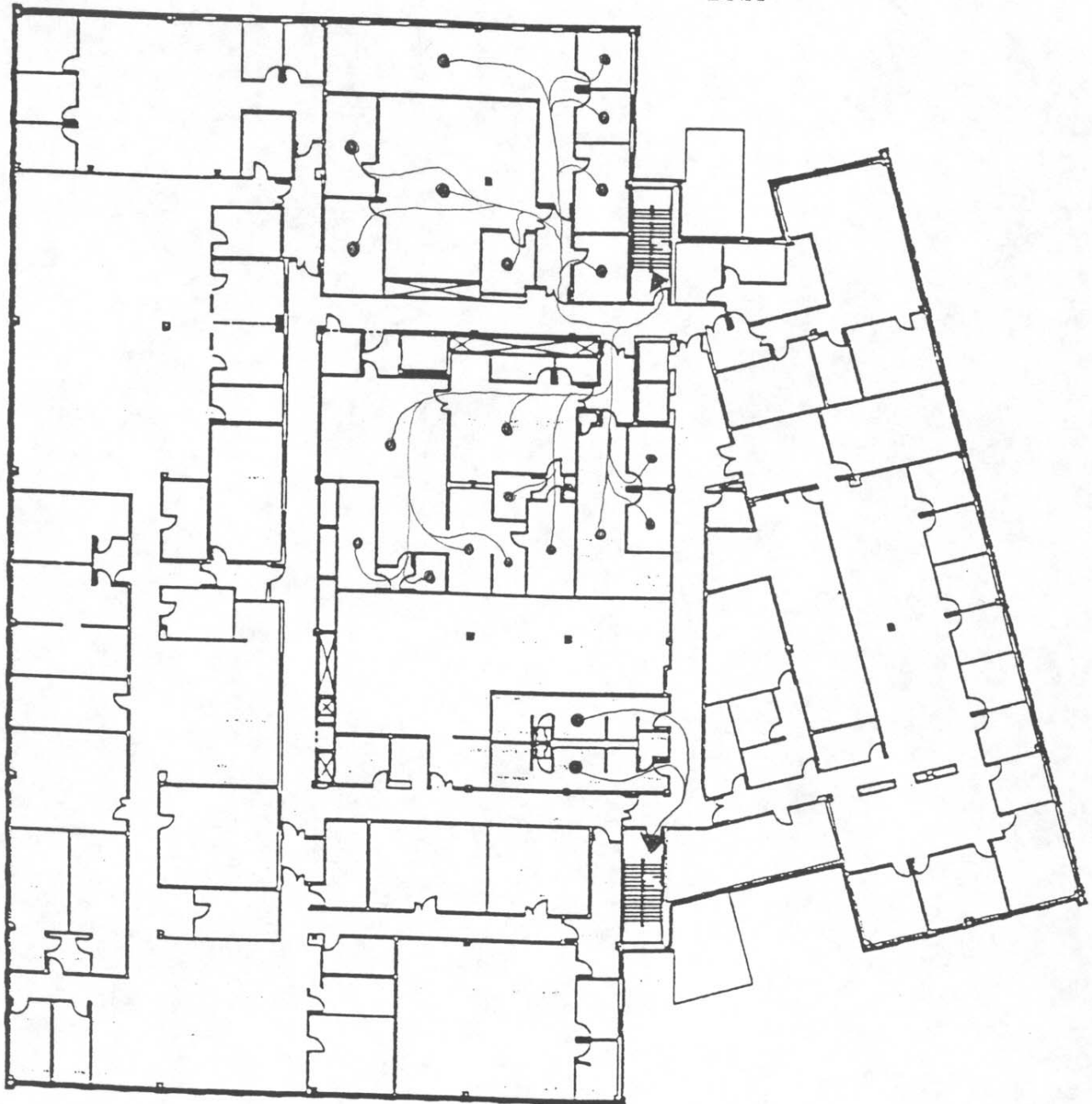
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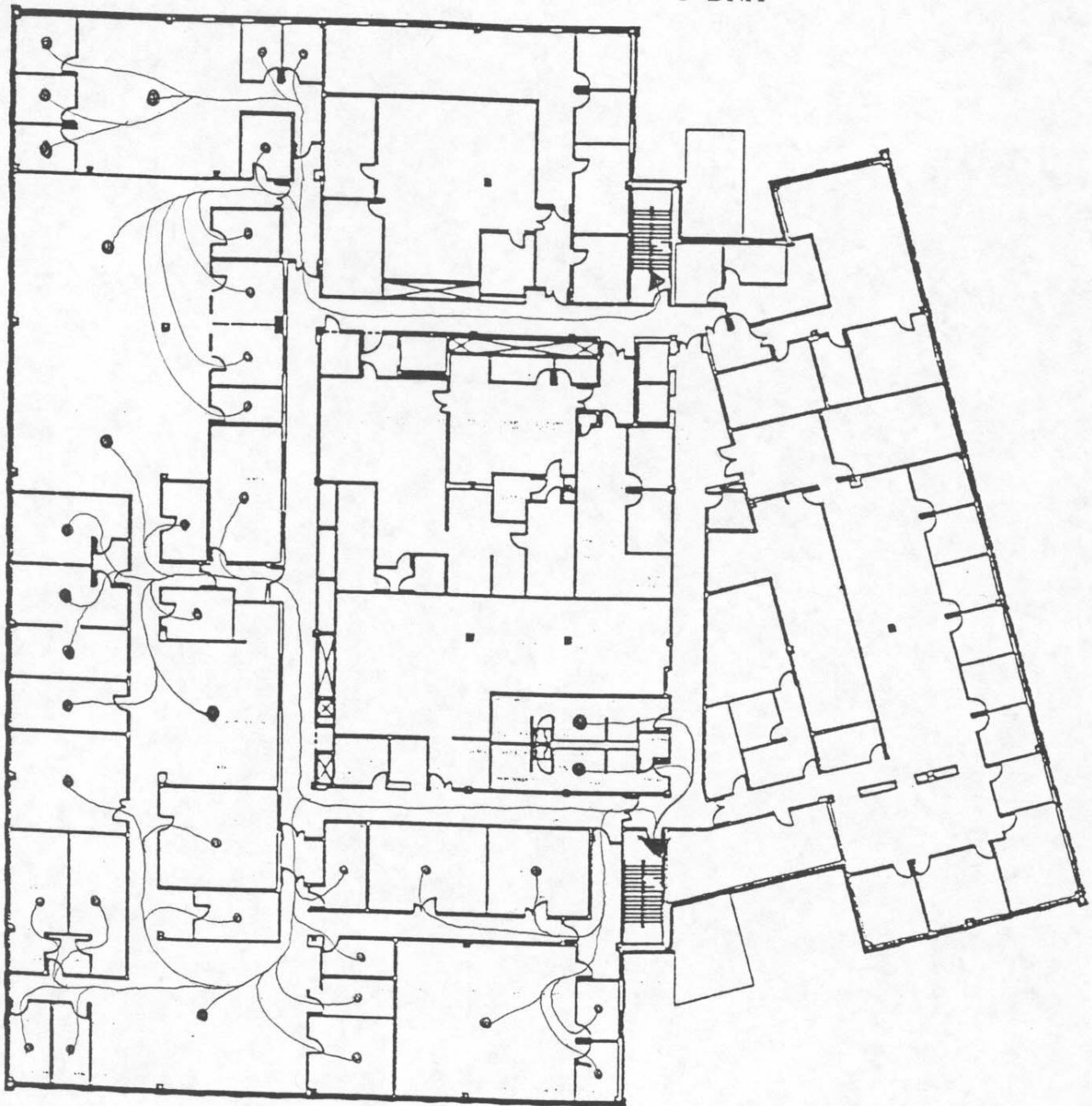
SECOND FLOOR

Administration
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● Latent Fingerprints
DNA



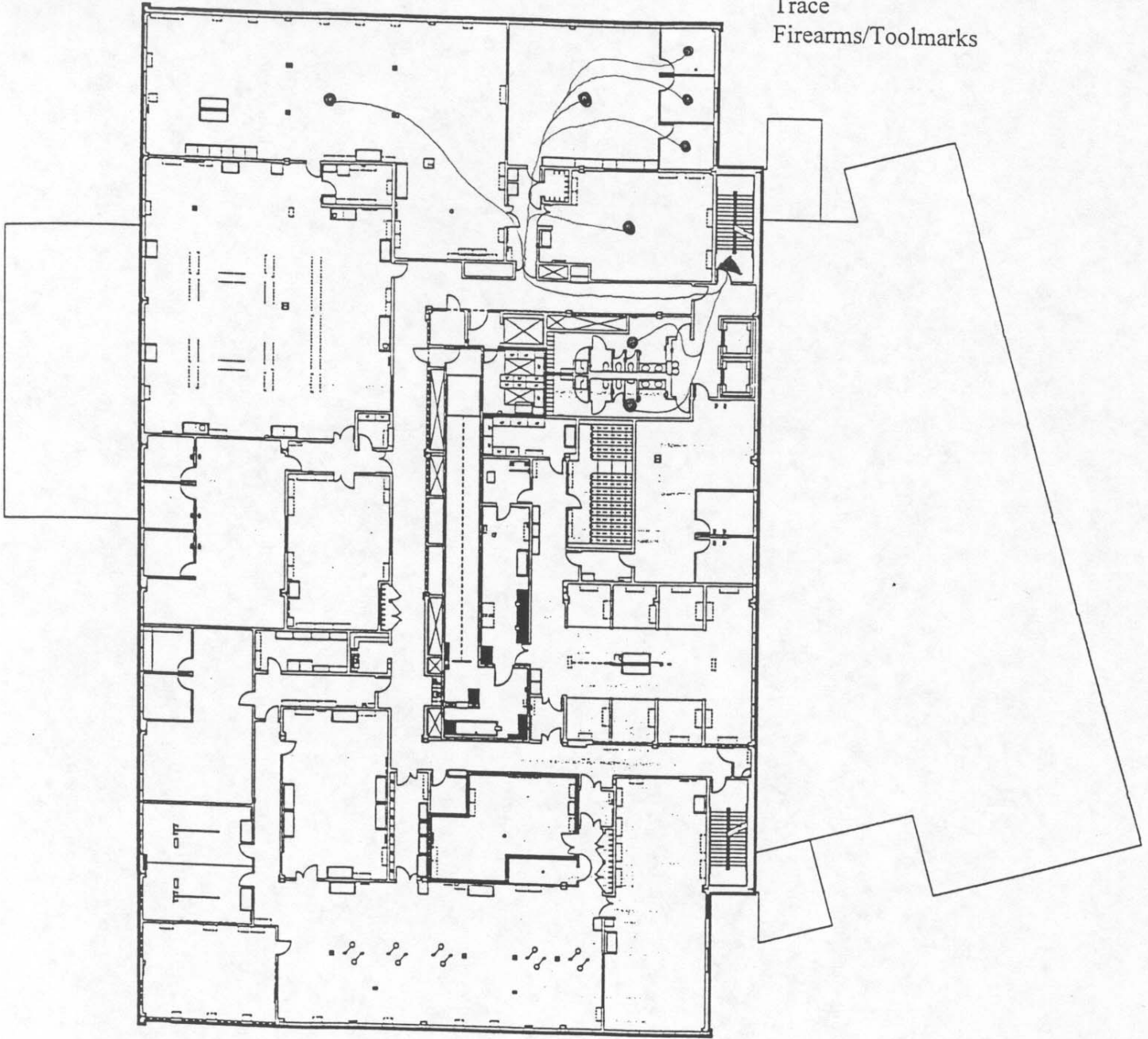
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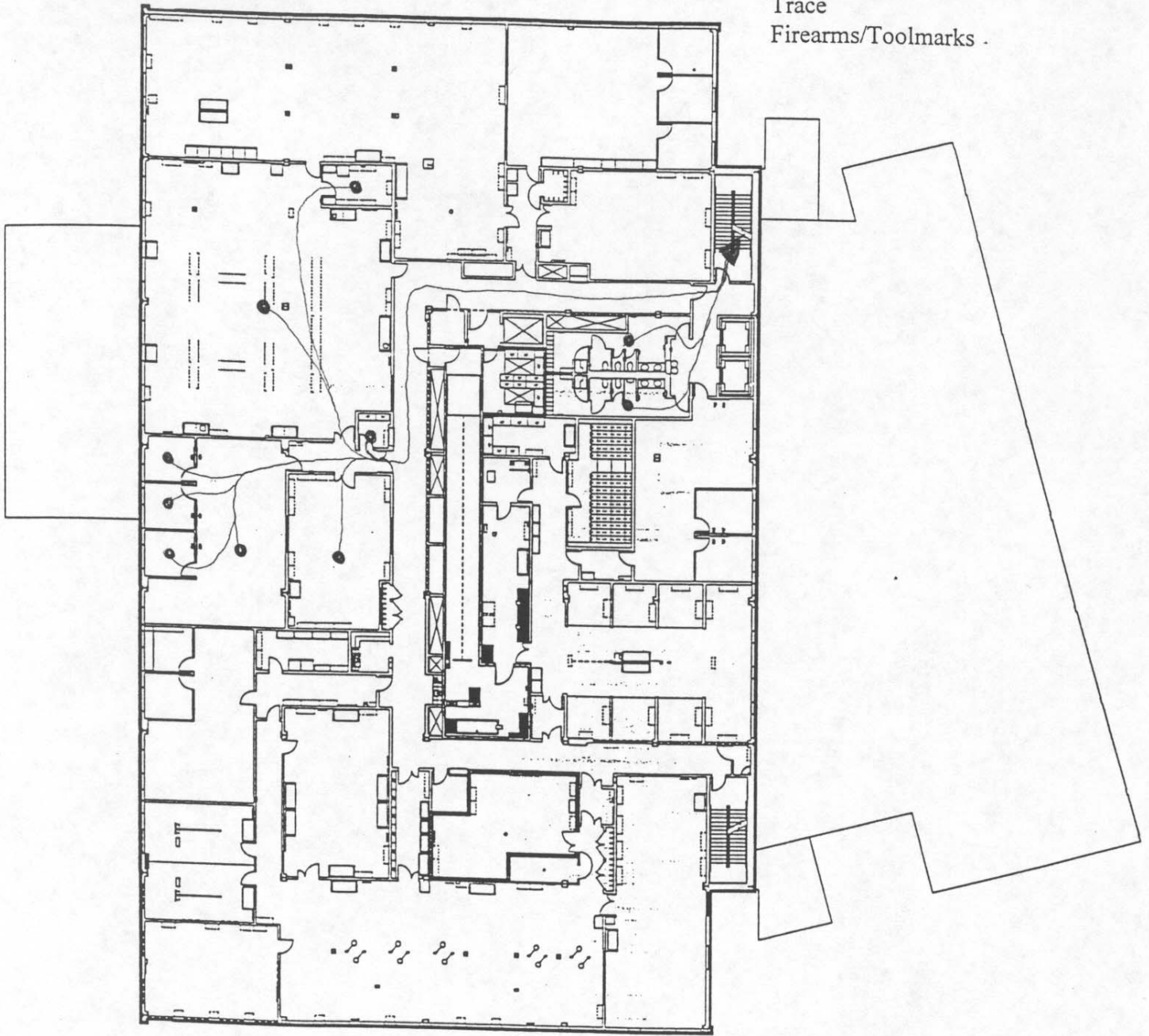
THIRD FLOOR

- Toxicology
- Controlled Substances
- Trace
- Firearms/Toolmarks



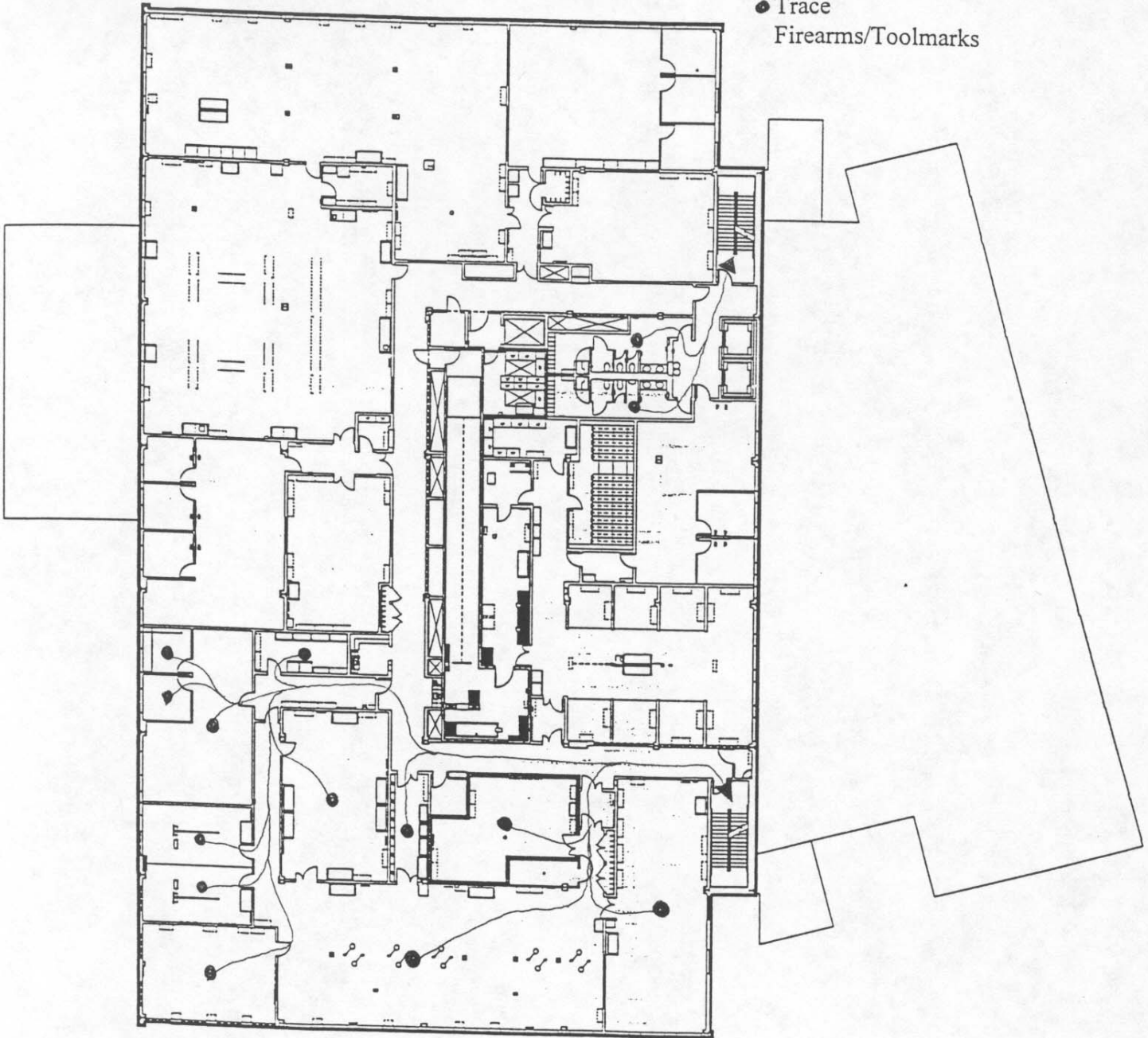
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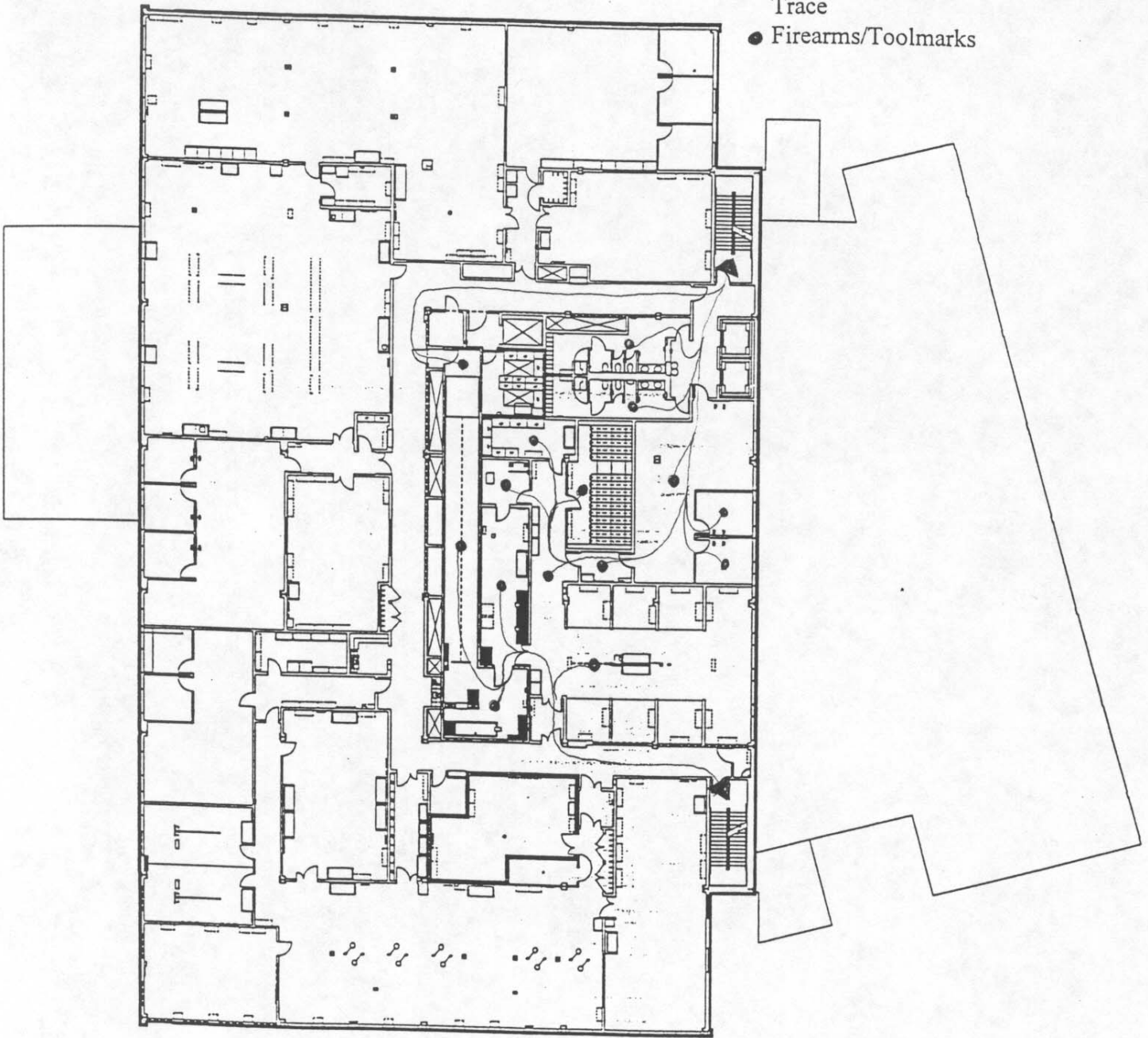
THIRD FLOOR

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THIRD FLOOR

- Toxicology
- Controlled Substances
- Trace
- Firearms/Toolmarks



APPENDIX 2

ASSEMBLY AREAS

15TH STREET

Basement
Incl. NVT

Security and
Evidence Receiving

Training and
Breath Alcohol

Administration

Forensic Biology

Latent Prints

QD

Drugs

Firearms

Toxicology

Trace

OCME

EAST DUVAL STREET

